



Banle 萬利

Job Title	Executive Personal Assistant
Location	Hong Kong
Posted on	1/24/2024
Expired on	2/23/2024

[**APPLY NOW**](#)

Job Description

- Responsible for full scope of business operations, implementing new strategies, and driving development across multiple areas.
- Coordinate and collaborate with other departments to promote seamless communication and workflow.
- Self-motivated and able to work with minimal supervision.
- Prioritize and manage multiple tasks simultaneously, ensuring timely completion.
- Strong communication and interpersonal skills, detailed-minded, organized and high flexibility.
- Assisting the CEO in scheduling and prioritizing tasks, as well as arranging meetings with counterparts in global offices.
- Facilitating and overseeing greenfield projects and ensure successful completion of new initiatives or assigned projects.
- Undertaking ad hoc duties as assigned by the CEO.
- Willing to travel.

Requirement

- Bachelor's degree in finance, business administration, or a related field. A master's degree is a plus.
- Advanced analytical skills with an ability to communicate findings, management skills and made recommendations.
- Excellent organizational and time management skills.
- Proficiency in office software: Possess advanced skills in MS Word, Excel, PowerPoint and Chinese Word Processing.
- Ability to work independently and prioritize tasks effectively.
- Exceptional attention to detail and accuracy.

- Minimum 5 years of relevant management-level experience.
- Strong business acumen with excellent written and verbal communication skills in English, Mandarin, and Cantonese.

Do you want to join the Banle family?

We welcome all candidates who are passionate and committed to teamwork and customer-oriented service. If you would like to apply for the position, please submit your CV with a cover letter and expected salary to our Human Resources Department by clicking ‘APPLY NOW’. All applications and personal data provided will be treated as confidential and will be used for recruitment purposes only.

Additional Information

Career Level	Intermediate Level	
Qualification	Bachelor's Degree	
Years of Experience	Minimum 5 years of relevant experiences	
Job Type	Full-time	<input checked="" type="checkbox"/>
	Part-time	<input type="checkbox"/>
	Permanent	<input checked="" type="checkbox"/>
	Temporary	<input type="checkbox"/>

Benefits & Others

Free shuttle bus (*for openings in Hong Kong only*), Medical insurance, Performance bonus, Five-day work week.

Company Overview

Established in 2015, CBL International Limited (Nasdaq: BANL) is the listing vehicle of the Banle Group. Banle Group is an established marine fuel logistic company in Asia Pacific, providing customers with a one-stop solution for vessel refuelling. Our main market is the Asia Pacific, with business activities in the major ports in Japan, Korea, China, Hong Kong, Taiwan, Vietnam, Malaysia, Singapore, Thailand, and other places like Turkey and Belgium. We currently have a network of over 55 ports in the Asia Pacific region to supply marine fuel to our customers, making us one of the few bunkering facilitators that can provide network-based service in this part of the world.